



Job Announcement

Position: PERS-Accounting/Auditing Division Director
Department: Employer Audit
Annual Salary: \$56,972.23
Supervisor: Kenny Grissett

Employer Audit:

The Employer Audit Department, under the direction of the agency's Deputy Administrator of Member & Employer Services, performs audits of employers to determine the employers' compliance with state, federal and PERS laws and/or regulations. Compliance is determined through desk and field audits and reports of activities and findings.

Duties of the PERS-Accounting/Auditing Division Director:

- Examines accounting and auditing principles, standards, laws, and regulations that affect agency accounting activities; explains them to staff, and develops new applications as needed
- Monitors changes in federal and state regulations
- Creates and implements new accounting and auditing procedures
- Evaluates assigned subordinates workload to determine resource allocation and proper workflow
- Audits the agency's information for accuracy, legality, and support
- Directs assigned subordinates in the gathering of account information from internal and external entities to update and maintain accurate account postings, support transactions, and perform reconciliations
- Exercises line supervision over assigned staff
- Develops and implements performance duties and standards for assigned staff
- Performs performance management and appraisal activities in a timely manner
- Reviews subordinates' work to ensure proper procedures are followed and financial reports are accurate.

Education and Experience Requirements:

The preferred candidate(s) for the position will have a Master's Degree from an accredited four-year college or university with a minimum of 24 semester hours of accounting selected from Principles of Accounting I; Principles of Accounting II; Auditing; Intermediate Accounting I; Intermediate Accounting II; Advanced Accounting; Governmental Accounting; Federal Income Tax; Advanced Auditing; Cost Accounting; Managerial Accounting; Accounting Systems and Advanced Income Tax **AND** four (4) years of experience in accounting or auditing, two (2) of which must have included, line, functional, or project supervision **OR** a Bachelor's Degree from an accredited four-year college or university with a minimum of 24 semester hours of accounting selected from the courses above **AND** five (5) years of experience in accounting or auditing, two (2) years of which must have included, line, functional, or project supervision.

If interested in this position, please submit an application to Human Resources on or before July 31, 2015.